



FRANK LASKI
EXECUTIVE DIRECTOR

The Commonwealth of Massachusetts
MENTAL HEALTH LEGAL ADVISORS COMMITTEE

399 WASHINGTON ST., 4TH FLOOR
BOSTON, MA 02108
TEL: (617) 338-2345
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JOB ANNOUNCEMENT

PARALEGAL/INTAKE ADVOCATE
MENTAL HEALTH LAW

Salary:	Grade 14 - \$39,268.91-49,978.64 <i>Depending on qualifications and experience</i>
Benefits:	Full state-employee benefits
Closing date to apply:	September 5, 2006

The Mental Health Legal Advisors Committee (MHLAC) is seeking a paralegal. MHLAC provides a broad range of legal services to indigent individuals throughout Massachusetts whose legal problems derive from a diagnosis or perception of mental illness. It is also a resource on mental health law for judges, attorneys, and legislators, and the general public. Additional information on MHLAC may be obtained at www.mass.gov/mhlac.

Telephone intake represents a substantial portion of the paralegal work. This involves providing advice, advocating orally and in writing on behalf of eligible individuals, sending out materials, and making referrals to other agencies and attorneys. Under the supervision of an attorney, the intake advocate will be responsible for responding to calls and follow-up work.

Knowledge of mental health and or disability law, a background in mental health, public interest advocacy, or legal services work are desirable, but not required. Strong interpersonal oral, written, communication and research skills required.

MHLAC is an affirmative action employer, and minorities, women, and individuals with disabilities are encouraged to apply. The position affords flexible hours and benefits. Applicants should send a resume and cover letter directed to: **MHLAC Personnel Manager, 399 Washington St. 4th Floor, Boston, MA, 02108** or email to mhlac@mhlac.org, Subject line: **Paralegal Application**